mailcoms

Mailbase Series (models Mailbase and Mailbase Pro) & Mailbase Plus INVIEW Kit

Installation Instructions
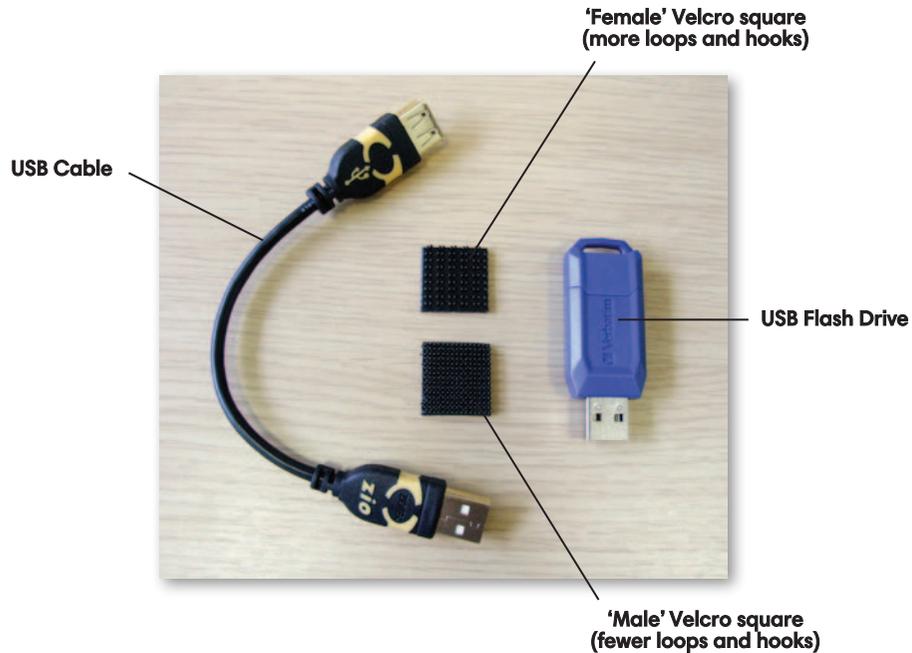
Introduction

What is the INVIEW Kit?

This kit must be fitted to your Mailbase / Mailbase Pro / Mailbase Plus series system to allow you to use the enhanced accounting capabilities of INVIEW.

INVIEW gives access to more accounts and has enhanced features over the normal Departmental Accounting feature. In particular, using INVIEW with a constant connection allows your postage data to be captured. We have created a simple web based interface known as **INVIEW reporting** that will supply you with simple graphical reports that detail your postage expenditure by class and format. These reports are ideal to highlight areas of inefficiency and drive out unnecessary costs.

The INVIEW kit is supplied with your Mailbase / Mailbase Pro or Mailbase Plus model.

Check the kit contents

The kit contains the following items:

USB Cable

'Female' Velcro square
(more loops and hooks)

USB Flash Drive

'Male' Velcro square
(fewer loops and hooks)

Installing the Kit

Step 1

Take the female Velcro square, peel off the backing paper and attach it to the USB Flash Drive as shown.

Step 2

Take the male Velcro square, peel off the backing paper and attach it to the rear of the system (Mailbase / Mailbase Pro series shown, Mailbase Plus is similar).

Step 3

Plug one end of the USB Cable into the USB Flash Drive and the other end into one of the USB ports on the rear of the system (Mailbase / Mailbase Pro series shown, Mailbase Plus is similar).

Secure the USB Flash Drive to the rear of the system using the Velcro pads.

USB Ports

Prepare the system for use with INVIEW

Mailbase / Mailbase Pro

Before completing these operations make sure the Mailbase / Mailbase Pro series has been fully installed and is ready for normal operation.

Enable INVIEW on the system

1. Press the **Options** key.

2. Select **Turn Items ON/OFF**.
   NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the Accounting Functions.

3. Select **Accounting**.

4. Select **Turn Accounting ON**.

5. Select **Inview Acct.** the 'Please Wait' screen appears on the display screen while the system enables Inview Accounting (this may take some time).

What next?

You have now 'enabled' INVIEW and it is ready to use. A full Operating Guide for INVIEW is available to download. Go to **europe.pb.com/docs** and enter the access code **8025**.

Mailbase Plus

Before completing these operations make sure the Mailbase Plus series has been fully installed and is ready for normal operation.

Enable INVIEW on the system

1. Press the **Options** key.

2. Select **Accounts**.
   NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the Accounting Functions.

3. Select **Acct Type:**.

4. Select **INVIEW/Budget Manager.** After a few seconds, the INVIEW/Budget Manager main menu will display.

What next?

You have now 'enabled' INVIEW and it is ready to use. A full Operating Guide for INVIEW is contained in Chapter 12 of the Operating Guide supplied with your system.

For Service or Supplies:

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